

## INFORMAL AGENTS MEETING

TUESDAY 19 MARCH 2019

### MINUTES

Present:     Grahame Seaton             John Maxey  
              Mike Hastings             Paul White  
              Daniel Wallage            Shaun Gayton  
              Stuart Ashworth          Peter Jermayn  
              Lee Osler                 Ruth Redding

Apologies:   David Taylor  
               Peter Gidney  
               Chris Parsons

1.   Apologies

David Taylor  
Peter Gidney

2.   Chair of Group

Chris Parsons has retired as Chair of Informal Agents Meeting and was hoping to attend this meeting to formally hand over to the new chair, but unfortunately, he couldn't, he passed on his regards to the group.

John Maxey was the only nomination for the vacant position of Chair of the group. Members all voted for John Maxey.

Members of the group expressed their thanks and best wishes for the future to Chris Parsons.

3.   Minutes of Previous Meeting 26/09/18

(JM) Gayton application has now been heard at Public Inquiry for the second time (SA) informed the group that the Inquiry was adjourned until 1 April, where closing statements will be submitted.

(PJ) New SFRA Level 1 are now on Council's website. New design guidance is also with it.

(SA) informed the group that we now have two dedicated members of staff dealing with Discharge of Conditions applications.

(SA) The LPA cannot use Pre-Commencement conditions, without the permission of the applicant/agent and are therefore using less Pre-

Commencement conditions. There doesn't appear to be any issues arising from this.

#### 4. DC Update

(SA) Amended NPPF came into force in February 2019. Some discussion followed regarding viability assessments.

**Action:** Peter Jermany to discuss the timescale for Local Plan viability assessment with Alan Gomm

(SA) There has been an independent report on planning appeal inquiries for Appeals. The report summarises the findings of the Rosewell Review and makes recommendations to improve and speed up planning appeal inquiries. Pins are now required to publish an action plan.

(SA) Household Larger Home Extensions procedure to become permanent, along with other changes, see Chief Planners Newsletter, March 2019:-

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/786491/Planning\\_update\\_newsletter\\_March\\_2019.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/786491/Planning_update_newsletter_March_2019.pdf)

#### 5. Policy Update

The Local Plan Review, combining the Core Strategy with the Site Allocations and Development Management Policies Plan for the period 2016-2036 was published for consultation on 4 March. The consultation period was due to close on 15 April but this has been extended to 5pm on Monday 29 April to allow people more time to comment. Drop in sessions were held in Downham Market, Hunstanton and King's Lynn. Online comments are encouraged. PJ circulated a summary leaflet to those present. An interactive map has been produced to illustrate the plan policies and proposals [https://www.west-norfolk.gov.uk/info/20216/local\\_plan\\_review\\_2016\\_-\\_2036/709/draft\\_local\\_plan\\_review\\_consultation](https://www.west-norfolk.gov.uk/info/20216/local_plan_review_2016_-_2036/709/draft_local_plan_review_consultation) A call for sites form is also included to allow for alternative site suggestions to be made. Boundary changes can also be suggested online or via email. The plan's housing figure was now 555 pa (660 in existing plan) following confirmation of the Local Housing Need assessment methodology with the revised NPPF.

The November 2018 Housing Delivery Test result had been published on 19 February. The Borough's result was 91% requiring an Action Plan to be prepared within 6 months. JM asked about the requirement for consultation on this. This is not required but JM was invited to email the point he made about viability in parts of the Borough in to the Policy Team.

In relation to Neighbourhood Plans (NPs) the Snettisham Plan was made on 30 November taking the total number of made plans up to 5. 18 more were on the way, in total covering 26 parishes. NPs would allocate sites in their areas to a figure given by the Borough Council. The Sedgeford NP was currently out to

consultation closing on 8 April; Hunstanton's consultation closed in mid January.

6. Local Land Charges and Middle Level IDB

(JM) raised concerns that the IDB are placing a Land Charge on properties, but refusing to remove the charge, once Building Regulations have been approved and the Condition(s) have been discharged. This is causing issues and problems (LO) stated that he has taken Legal Advice from the Council's solicitors and the Council cannot remove a Land Charge without the authority from the IDB. Some discussion took place between Agents and LO. It was suggested that we invite Middle Level Commissions to the next Formal Agents Meeting in June.

7. Vacancies in Group

Jason Law has resigned from the group and Chris Parsons (Chair) has also resigned.

(LO) suggested that if any Agent does not attend both the Informal and Formal Group 3 times in a row, they should be deemed to have resigned from the Informal Group (JM) agreed and asked for Agents to be contacted to ask if they want to join the Informal Group, a vote will then be taken at the next Informal Group.

**Action: RR to contact Agents**

8. AOB

(LO) iApply will soon be up and running as an alternative to the Planning Portal, for submitting applications. iApply do not charge a fee for using their service. (JM) asked if the number of applications being submitted via the Portal have dropped since their introduction of a fee (LO) confirmed that more applications are now being emailed. (MH) expressed how useful and good he finds the Portal for submitting applications.

(MH) is being asked for a FRA in FZ1 if the property/land is in FZ1 with climate change or other sources of flooding (PJ) confirmed that this is correct.

(JM) asked whether it was worth having a demonstration for using the new SFRA interactive maps at the next Formal Agents Meeting (PJ) agreed.

(MH) commented on the format of Decision Notices, often the date is on its own on a separate page (RR) explained that this is a PDF document, which cannot be amended by Admin

**Action: RR to speak to IT regarding Adobe re-write**

(SA) asked the group if there were any consultees they wanted to invite to the next Formal Agents meeting (JM) stated that Highways are taking a long time to finalise S38 Agreements. (MH) suggested an update from Building Control

as they have new legislation coming out in October (SA) responding saying that they will probably do their own meeting. (DW) expressed concerns about documents being scanned to the incorrect file. (RR) is aware and has been informing the scanning team of issues.

**Action: RR to inform LO when problems occur.**

It was agreed that meeting dates for both the Formal and Informal Agents meetings are set for the next 12 months in order to promote attendance.

**Next Meetings**

Formal Agents Meeting: 18 June 2019

Informal Agents Meeting: 17 September 2019

Formal Agents Meeting: 26 November 2019

Informal Agents Meeting: 17 March 2020